

Tasking Memorandum No. 00-287
Memorandum For Cdrs DCMDs, CMOs
Subject: FY00 PLAS Workshop (TASKING)
Date: August 7, 2000
Suspense: August 15, 2000
Target Audience: District & CMO PLAS Administrators

Requirement(s):

- The PLAS Program Management Office is sponsoring a DCMA-wide PLAS Workshop August 29-31, 2000. This event will be conducted at the DCM Lockheed Martin Astronautics at the **CMO** facility in Littleton, CO. Workshop sessions begin at 8:00 AM on Tuesday, August 29 and end at 12:00 noon on Thursday, August 31, 2000. Departing flights should not be scheduled before 3 P.M. Thursday afternoon.
- A block of rooms has been reserved at the Holiday Inn, 7390 Hampden Ave., Lakewood, CO. Reservations must be made by **August 18, 2000**. Call 888-737-5253 or 303-980-9200 and state that your reservation is for the **PLAS Program Management Group** to obtain the special \$69.00 workshop rate. Payments with the Government Travel Card will be tax exempt. Per Diem in the **Lakewood** area is \$103.00 including meals and expenses.
- The primary purpose is to serve as a "Train-the-Trainer" workshop for the release of PLAS 10.0 scheduled for deployment at or near the start of FY 01. Attendees will receive a preview of the new PLAS 10.0 features and full implementation information. We will also reemphasize several key PLAS functionality and operating concepts important to the use of PLAS in today's DCMA business environment. These issues are especially important for our more recently appointed PLAS Administrators. The workshop agenda includes a brief visit to a nearby Lockheed-Martin production facility.
- Funding to cover TDY costs for this workshop was previously provided to the Districts as part of your Training Budget. Attendance is restricted to the PLAS Administrator from each **CMO** (primary OR alternate). Note this is not a joint PLAS and Unit Cost workshop; PLAS Administrators or their alternates only are invited to attend. District staff attendees are at the discretion of the District. Specific travel processing information follows:

East District: Obtain fund cite from your local funds control officer. FAX DD1556/1610's to DCMDE Workforce Development Division at 617-753-4832, Attn: Lisa Gannon or Brian Loflin (voice 617-753-4355 or 617-753-4347).

West District: Enter Travel Orders into DBAS, Funding Organization: HJBJ. Fax approved DD1556s to DSN 929-6439/(310) 900-6439, DCMDW-HW, Workforce Development Division, Attn: Lisa Browne, (voice 310-900-6413).

International District: **CMO** PLAS Administrators will require a fund cite from the District Financial Operations Division (FBF) for this event. POC is Angie Pavlat, (703)767-1386.

- Transportation Arrangements: Rental cars are authorized per District instructions. To reduce cost, your District PLAS Administrator will pre-coordinate the number of rentals where possible. Shuttle service from the Denver airport to the hotel is available for those who do not drive or are unable to **carpool** to the hotel. Contact Golden West Shuttle Service at 800-894-8033; round-trip fare from Denver International Airport is \$34.00 for advance reservations. Attendees authorized rental cars will be required to transport fellow DCMA travelers to **CMO** facilities.
- Time will be made available on the agenda for District breakouts to discuss local issues.
- Dress code is business casual.

- PLAS Charging Instructions: Process Code: 212 – Systems/Communications Support and National Program Code: NP053 – Conference-Based Training apply for all workshop sessions. The DCMA Service Set which applies is II- Services Support, which is a member of the General Management Unit Cost Pool. Be sure to report travel hours while **enroute** in a duty status to 250 – Travel and NP053. Use Cost Code 913.11 for travel expenses.

Points of Contact for Further Information:

- Register for the workshop **by August 15, 2000**. To register, access the PLAS web site at <http://www.plas.dcma.mil/> and complete the registration form. In the event of internet problems, you may also register by calling Cris Smigiel at the PLAS Program Office at 773-825-4073/1-888-PLASINFO, or via e-mail to PLASHELP@dcmdw.dcma.mil. Our program office is coordinating local travel between the hotel and the conference/plant location so be prepared to provide your planned travel arrangements, including whether you have been authorized to have a rental car.
- Participants are invited to submit workshop questions or discussion topics in advance. Please provide a brief background on each item and explain why you think it needs to be discussed. E-mail your requests to PLASHELP@dcmdw.dcma.mil or call Joe Bednarz at **773-825-4068**.
- If you are having a problem with hotel reservations, please call Joe Bednarz at 773-825-4068.
- The agenda, PowerPoint briefing slides and additional information about the conference location will be posted to the PLAS PMC web site at <http://www.plas.dcma.mil/> as they are prepared, but NLT than August 18, 2000. Attendees should make copies of this material to bring along to the workshop.

Signature:

Carla Liberatore

CARLA LIBERATORE

Executive Director

Financial and Business Operations